

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section,	•			
FOR AGENCY USE	1. Agency Address State Scholarship Commission	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Higher Education Assistance Corp.	Application Number			
2-27-78	Division - 9 Lavista Perimeter Park, Suite	¹⁰ 78-76			
Application Number	2187 Northlake Parkway Tucker, Ga. 30084	Date Received Date Completed			
. 78-004	lucker, Ga. 50004	MAR - 2 1978 APR 1 1 1978			
2. Person to Contact	Working Title	Telephone Number			
Ralph D. Roberts	· · · · · · · · · · · · · · · · · · ·	393-7241			
3. Action Requested					
· · · · · · · · · · · · · · · · · · ·	Schedule; record will continue to accumulate.				
b. Dispose of present a	ccumulation; no further accumulation anticipated.				
c.					
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)			
	CYPAC P. 1. Assessed Compalled Check Wil				
Fy 74 Continuous					
6. Division and Office Functio	n What is the function of the Division and the Office in	which this record series is created?			
	nt educational loans made by eligible lending	-			
-	state of Georgia. This includes the receiving	-			
	applications for loan guarantee. Approved a	pplications are then processed			
for guarantee i	by the Corporation.				
(2) Represent or a	ct as agent for all eligible lending institu	tions in Georgia for the			
	filling requirements of Federal laws, rules,				
pertaining to	the use of federal funds on guaranteed stude	nt loans. This included			
billing the Fe	deral Government for interest due on each st	udent loan and the subsequent			
	o the proper lending institution; filing of				
	formation with the U.S. Office of Education; other records for audit purposes and/or fut				
7. Record Series Description	This file contains the following documents (include form nu				
/. Nacora Salies cosmitmen.	Attach samples of the file.	impers and titles, it any).			
·	aying off defaulted student loans and paying	lending institutions the			
ir	nterest accrued on student loans.	·			
ريم بيممة استطاعات	11 1 - 1 - 1 - marchla to the lending inctif				
Included are: ca	ancelled checks payable to the lending instit	cution.			
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	logically by month in which cleared bank: t	hereunder numerically by			
	logically by month in which cleared bank: t	hereunder numerically by			
		hereunder numerically by			
8. Monthly Reference Rate One to six months old forth	How often are records referred to which are:				
check : 8. Monthly Reference Rate	How often are records referred to which are:				
8. Monthly Reference Rate One to six months old twittwenty-five months and old 9. Annual Rate of Accumulation	How often are records referred to which are: co year Seven to twelve months old twice year Dyirteen to wice year by on of Records	o twenty-four months old <u>twice</u> yearly			
8. Monthly Reference Rate One to six months old twittwenty-five months and old 9. Annual Rate of Accumulation	number. How often are records referred to which are: Go year Seven to twelve months old twice year Dyirteen to ertwice year ly	o twenty-four months old <u>twice</u> yearly			

YES NO 10. Questionnaire	400		, , , , , , , , , , , , , , , , , , , ,
The least of		n)	
X If not, where			
X		uiring security handling? If yes, cite law o	regulation.
X c. Is this a vital r	······································		
	es have historical or long term research	يني خواسية بدون والمساور	
X documents be	scheduled separately?	ssary to keep the entire file for a long perio	d, could these
1)	tion contained in this series ever publis		
X If yes, attach	COPY.	zed and/or recorded in a summarized repor	t?
X If yes, where?	lication of this series in your office, or	in another office or agency?	
	or a major portion of it) regularly micro		
	rd series result in a computer printout?		3
I. Retention Requirements	The following requires the	e series to be kept:	
a. State Law		d. Audit period	
b. Statute of limitation	O years.	e. Administrative need	23 years.
c. Federal law	23 years.	f. Federal retention instructions	years.
St Hold in the current file		that the file series be cut off at the end of cal Year; Other year(s): then	then,
☐ Transfer to local holding Transfer to State Record Destroy.	ng area; holdyear(s); then rds Center; holdyear(s); the rds Center; holdyear(s); holdyear(s); the rds Center; holdyear(s); the rds Center; holdyear(s); hold	1	
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These instructions apply to	o all prior and future accumulations of	the series.	
		the series.	
		the series.	Date
			Date 2/28/28
ency Head/Designed (Signa		agh D. (Molech	2/28/28
commendations in para-	ture) Date Rep		2/28/28
commendations in para-		agh D. (Molech	2/28/28
ency Head/Designed (Signa	ture) Date Rep	agh D. (Molech	2/28/28